

25X1

☐ MEMO:

Paragraph C: No need to wait for posts to reply to order machine listings.

Paragraph D: Intimation here is that missing items are the fault of Machine Division - not always true. We received a list this year with over eighty missing items - all the fault of AB.

When the lists are short, the problem is not volume, but the need to check with each of several people, one of whom may be a clerk.

Paragraph F: Assumption that one week is enough time does not seem valid. It does not take into account the fact that people are often on leave for a week or two, or busy with crash projects. Senseless deadline is just plain irritating and we irritate people enough. These short deadlines are most difficult when several units send out lists at the same time.

MEMO OF 1964 SERIALS RENEWAL ACTIONS:

*PPC busy
Supplier busy
Xmas week*

Paragraph 2: The posts are to receive their lists about the middle of December. This seems very little time for posts to act.

*Not many people
are involved in all 3
areas. I feel that real
problem is for my note on
para F above.*

Paragraph 2 & 3: Offices will have three lists at the same time - European, NE/Africa, and Far East - Some people are going to be busy as blazes.

Paragraph 2 & Pg. 3 Paragraph 2: ☐ unit will have both renewal list and annuals list in offices at same time - these are rather large lists.

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COVERING MEMO TO OFFICES:

Does not tell offices what to do about items that are missing.

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= typewritten

= Derrif

BNA